

******* JOB OPPORTUNITY*******
NON-APPPROPRIATED FUND (NAF) POSITION

ANNOUNCEMENT NUMBER: 14-181

POSITION TITLE: Supervisory Education Technician, NF-1702-03

SALARY: \$34,319 to \$44,615 Per Year

Applicants recruited from the United States are entitled to a tax-free Post Allowance (PA) and Living Quarters Allowance (LQA). A Separate Maintenance Allowance (SMA) may also be authorized. In addition, incumbents are authorized use of the Navy Exchange, Defense Commissary and MWR programs. Use of Navy Medical Facilities is authorized on a reimbursable basis.

**LOCATION: COMMANDER, NAVY REGION EUROPE, FLEET AND FAMILY
READINESS PROGRAM, CYP DIVISION, SIGONELLA, ITALY**

AREA OF CONSIDERATION: WORLDWIDE

RELOCATION EXPENSES : AUTHORIZED

Note: The NATO Status of Forces Agreement (SOFA) between Italy and the United States prohibits the hiring of any person who holds Italian citizenship and is considered a Dual National by the Italian Government into any U.S. position. Those U.S. citizens who are considered "ordinarily resident" in Italy are also ineligible for employment by U.S. commands and activities in Italy.

OPENING DATE:	03 October 2014
1ST CUT OFF DATE:	17 October 2014
CLOSING DATE:	03 November 2014

INTRODUCTION: This position serves as the Child and Youth Program (CYP) Assistant Director position is to assist the CYP director of the Child Development Center (CDC Director) or the School Age Care(SAC) program (Youth Director) to administer a developmentally appropriated CDC or SAC program. A CYP Assistant Director is assigned to a CDC and to a SAC program when over 100 children are enrolled. The incumbent is expected to work with the CDC OR Youth Director with minimum supervision toward the overall objectives of administering the CDC or the SAC program accomplishments, effectiveness, and compatibility with either work, and compliance with requirements.

MAJOR DUTIES AND RESPONSIBILITIES:

Assist with the development and supervision of a developmentally appropriate SAC and/or CDC program that promotes the social, emotional, physical and cognitive growth of children and youth in the age categories served. Assists in providing program oversight and accountability for the performance of employees and the safety of children in accordance with Department of Defense (DoD), Department of Navy (DoN), and local policies and standards. Assists in interpreting and applying child and youth development philosophy/principles and DoN policies based on patron needs and program evaluation and assessment. Assists in overseeing the collection, accurate accounting and reporting of funds received from patrons. Ensures compliance with all regulations governing the use of appropriated and non-appropriated funds.

Assists with the proper and timely initiation and implementation of personnel actions and supports the CYP Director in order to assure quality related to selection, assignment, training, promotions, disciplinary actions, and recognition of employees and volunteers. Works collaboratively with CYP Training Specialist(s) to identify training needs of employees, provides or make provisions for training to accomplish those needs, and assess application of training. Gives input into the development of CYP standard operating procedures (SOPs) as required for the efficient operation and management of facility and programs. Assist with establishing and implementing a combined Parent Involvement Board (PIB) that includes parents and representatives from the CDC, Child Development Home (CDH), SAC, and Youth Program. Interacts professionally with employees, parents, volunteers and local installation command personnel. Participates actively and positively in managing and resolving issues with parents, volunteer and/or employees.

QUALIFICATIONS REQUIREMENTS:

Knowledge, Skills and Abilities required by the position.

1. Child Development Associate (CDA), Military School-Age Credential (MSA) or equivalent and 3 years of experience in the child and/or youth profession.

OR

2. A 2 year degree in Youth Development, Child Development or a related field, which can include Recreation, Youth Recreation, Physical Education, Elementary Education, Secondary Education, Early Childhood Education, Psychology, Social Work, Home Economics with an emphasis in Human Development, or other degrees as appropriate and 2 year of full time experience working with children and/or youth.

OR

- A four-year degree or higher or higher in these areas and 1 year of full-time experience working with children and/or youth.
- A minimum of a 2-year degree is preferred.

Knowledge of developmentally appropriate programs designed to meet the physical, emotional, social, and cognitive needs of children and youth from 6 weeks to 18 years of age.

Knowledge of child and youth development principles, practices, and techniques.

Experience working with military families and an understanding of military lifestyles is preferred.

Ability to communicate effectively both orally and in writing in English and possess strong interpersonal communication skills.

Ability to favorably pass a pre-employment physical.

Satisfactorily complete background checks to include a National Agency Check (NACI).

HOW TO APPLY: Applicants must submit employment application/resume with a copy of a PAR/SF-50 showing current or previous job title and grade, along with any supporting documentation and [OF 306 Declaration for Federal Employment](#) for receipt by the cutoff date. The resume may be faxed to 011-39-081-568-8014 or emailed to NAFPersonnel@eu.navy.mil Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested in the job vacancy announcement, you may lose consideration for the position.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining satisfactory employment reference checks.

As a condition of employment, the selectee will be required to participate in the Direct Deposit/Electronic Fund Transfer within the first 30 days of employment.

Occupants of this position must maintain the privacy of official work information and data and demonstrate the highest level of ethical conduct.

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should call 011-39-081-568-5612 or e-mail them to: NAFPersonnel@eu.navy.mil to ensure that the department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.
